




**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

INTEROFFICE MEMORANDUM

DATE: November 30, 2015

TO: Christina K. Daly, Secretary

FROM: Robert A. Munson, Inspector General 

SUBJECT: Internal Audit's Six-Month Follow-Up Report – *Auditor General's Operational Audit No. 2015-190, Juvenile Justice Information System (JJIS) Information Technology Operational Audit*

In June 2015, the Auditor General (AG) released Report Number 2015-190, *Juvenile Justice Information System (JJIS) Information Technology Operational Audit*. This report focused on evaluating selected information technology (IT) controls applicable to the JJIS, as well as the status of corrective actions regarding selected audit findings included in the Auditor General's Report Number 2014-015. Florida statute requires that the Office of the Inspector General conduct six-month follow-up reports for all Auditor General Reports. The statute also requires that a copy of the six-month follow up be filed with the Joint Legislative Auditing Committee (JLAC).

In November 2015, the Bureau of Internal Audit conducted six-month follow-up activities for the aforementioned audit. Based on our follow-up review, the Department has implemented most of the corrective action plans. One remaining activity pertaining to procurement of an automated tool for managing changes to the JJIS production environment is pending implementation due to budgetary constraints. A copy of the Status of Implementation is attached for your review.

As all issues have been either fully addressed or progress has been made in developing controls and implementing corrective action plans, we determined no further follow-up is necessary. If you have any questions, please feel free to contact Michael Yu, Audit Director at 717-2468.

RM/my/km

Attachment

Cc: Fred Schuknecht, Chief of Staff
Scott Morgan, Director of Management Information Systems
Melinda M. Miguel, Chief Inspector General, Executive Office of the Governor
Sherrill F. Norman, Auditor General
Kathy DuBose, Director, Legislative Auditing Committee.

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Rick Scott, Governor

Christina K. Daly, Secretary

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.

Department of Juvenile Justice
 OIG Bureau of Internal Audit
 Follow-Up On Auditor General Operational Audit Number 2015-190
 “Juvenile Justice Information System (JJIS) Information Technology Operational Audit”
 Status of Corrective Actions
 As of November 2, 2015

Juvenile Justice Information System

Finding 1: The Department had not established a JJIS application security plan that included an overview of the security requirements for the JJIS and a description of the controls in place or planned for meeting those requirements.

Auditor General Recommendations	Agency Response	Status of Implementation
<p>The Department should establish a JJIS application security plan that provides an overview of the JJIS security requirements and the controls in place or planned for meeting those requirements.</p>	<p>The Department has drafted a security plan specific to JJIS based on NIST Special Publication 800-53 and FIPS PUB 199 Guidelines.</p>	<p>The Department’s Juvenile Justice Information System (JJIS) Application Security Plan was developed and implemented prior to the conclusion of the audit. Attached, as exhibit “A” is a copy of the application security plan.</p>
<p>Finding 2: Department records did not always demonstrate that JJIS access privileges granted to users were appropriately authorized and that users had completed the required JJIS training prior to being granted JJIS access privileges. Similar instances were noted in the Auditor General’s report No. 2014-015.</p>		
Auditor General Recommendations	Agency Response	Status of Implementation
<p>The Department should ensure that access privileges granted to users are appropriately authorized and that users complete the required JJIS training prior to being granted JJIS access privileges.</p>	<p>The following processes are in place: The Data Integrity Officers (DIOs) will require all users to sign training sheets. The DIOs will retain electronically all sign-in sheets from training and a copy of the approved access request form. The JJIS access privileges process / controls were implemented October 28, 2013. Half of the users selected in the sample were accounts created prior to the implementation date of October 28, 2013. The process was implemented on October 28, 2013. The DIO Supervisor has addressed the correct process with DIO staff.</p>	<p>The Data Integrity Officer Supervisor re-addressed this issue with his staff through a weekly Data Integrity Officers (DIOs) conference call. DIOs were reminded to follow the process implemented effective October 28, 2013. Attached as exhibit “B-1” is a copy of the Interoffice Memorandum dated 10/28/2013 that implemented the use of JJIS Access Permissions Request forms and retention of JJIS Training sign-in sheets. Additionally, attached as exhibit “B-2” are screen snapshots of the network drive denoting the location of retained JJIS Access Permissions Request forms and JJIS training sign-in sheets.</p>

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Finding 3: The Department did not have procedures for, and did not perform, comprehensive periodic reviews of the appropriateness of JJIS access privileges granted to users.

Auditor General Recommendations	Agency Response	Status of Implementation
<p>The Department should establish and implement procedures for performing comprehensive periodic reviews of the appropriateness of JJIS access privileges granted to users.</p>	<p>The Data Integrity Officer Supervisor (DIO) is in the process of establishing quarterly permission reviews by program offices. The DIOs will work with MIS to restructure the permissions report to get accurate permission data from the Juvenile Justice Information System. The Data Integrity Officers will document quarterly reviews that are completed.</p> <p>The DIO supervisor is in the process of developing policies / procedures for quarterly reviews. The estimated time frame for implementation is 10/01/2015.</p>	<p>On June 9, 2015 via Interoffice Memorandum to DIOs, the DIO Supervisor established and implemented the quarterly permission review process by program office.</p> <p>Attached as exhibit “C-1” is a copy of the Interoffice Memorandum establishing the quarterly permission review process by program office.</p> <p>Attached as exhibit “C-2” are copies of the first quarterly review reports as well as a screen snapshot of the network location where Department staff will store the quarterly review reports.</p>
<p>Finding 4: The Department had not established a mechanism to provide reasonable assurance that all program changes moved into the JJIS production environment were properly authorized, tested, and approved.</p>		
Auditor General Recommendations	Agency Response	Status of Implementation
<p>The Department should establish a mechanism to provide reasonable assurance that all program changes moved into the JJIS production environment are properly authorized, tested, and approved.</p>	<p>The Department currently has a manual process, which tracks all program changes and code movement from each environment. The development environment consists of Development, Quality Testing, and Production.</p> <p>However, the Department recognizes that this manual process can be improved with the use of automated tools.</p> <p>An automated change management tracking system has been developed to track incoming requests, assignments, and changes throughout the development life cycle. The estimated time frame for implementation is June 2015.</p> <p>Furthermore, the Department will research the feasibility and cost-effectiveness of implementing an automated tool for</p>	<p>The Management Information Systems (MIS) Application Tracking System is a standalone application that was developed by MIS internal staff. The first request was entered into the system on May 12, 2015.</p> <p>The system is designed to track user requests, routing/approval process flow, and change management. The system creates tasks, subtasks, and database packages. It also generates reports and has the ability to upload attachments.</p> <p>MIS is continuing to research the pricing and feasibility of an industry-leading product for monitoring file changes to the production environment. However, a budget has not yet been established for the procurement of this product.</p>

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	<p>managing changes to the JJIS production environment, which will augment the automated change management tracking system. No date is being set for implementing these changes at this time. Research is necessary to document the requirements, identify an automated tool, and identify funds necessary for the purchase and maintenance associated with the automated tool.</p>	<p>Attached as exhibit “D” is MIS Request Details Report for Request Number 222. Note the status is “completed” from the MIS Application Tracking System and demonstrates the request going through the entire workflow process.</p>
<p>Finding 5: The Department lacked written procedures to ensure that JJIS Incomplete Registration Process Reports were timely reviewed.</p>		
<p>Auditor General Recommendations</p> <p>The Department should develop written procedures specifying the frequency of review and ensure that <i>JJIS Incomplete Registration Process Reports</i> are reviewed and transactions are completed in a timely manner.</p>	<p>Agency Response</p> <p>The Data Integrity Officer Supervisor is in the process of developing written procedures for the DIOs to perform a monthly review of the JJIS Incomplete Registration Process Reports and to correct any outstanding registrations for their assigned areas.</p> <p>The Data Integrity Officer Supervisor is working on a written policy/procedure for the DIOs to conduct monthly reviews. The estimated time frame for implementation is 07/01/2015.</p>	<p>Status of Implementation</p> <p>Effective June 9, 2015, the DIO Supervisor directed staff by Interoffice Memorandum to begin performing monthly reviews of JJIS Incomplete Registration Process Reports and correct any outstanding registrations for their assigned areas.</p> <p>Attached as exhibit “E” is a copy of the Interoffice Memorandum dated June 9, 2015 concerning JJIS Incomplete Registration Process Reports; and an e-mail dated November 5, 2015, which is an example of the periodic audit of incomplete registrations.</p>
<p>Finding 6: Certain security controls related to JJIS user authentication, data storage and transmission, monitoring of system activity, and appropriateness of access privileges needed improvement.</p>		
<p>Auditor General Recommendations</p> <p>The Department should implement appropriate security controls related to JJIS user authentication, data storage and transmission, monitoring of system activity, and appropriateness of access privileges to ensure the continued confidentiality, integrity, and availability of JJIS data and related IT resources.</p>	<p>Agency Response</p> <p>We concur. The Department will continue to address security controls where appropriate.</p>	<p>Status of Implementation</p> <p>MIS continues to address and implement security controls where appropriate as provided in the Department’s previous response.</p>

Exhibit "A"

Florida Department of Juvenile Justice
Juvenile Justice Information System
Application Security Plan



Organization:

Florida Department of Juvenile Justice (DJJ)

Application Name & Purpose:

Juvenile Justice Information System (JJIS) is used to track a juvenile from the time they enter into DJJ custody until they are returned to the community.

Application Description:

The purpose of the JJIS system is to track Juveniles throughout Juvenile Justice process. The system provides capabilities for Juvenile Assessment Center processing; juvenile assessment instruments and forms; Detention management; Residential bed management; special alerts; youth placement; health services; charge disposition tracking; case load management; access to Juvenile data through CJNET to Criminal Justice partners; operational reports; IT management reports; data sharing with Partners and Providers; contract monitoring; and track Juveniles assigned to Prevention Programs. This system is used by DJJ staff, DJJ Providers and Criminal Justice Partners. Data from JJIS is shared with the Courts' Justice Information System and the Florida Department of Law Enforcement's Criminal History. **Modules within JJIS include:** Program Monitoring and Management (PMM), Detention Cost Share (DCS), Bed Management, Staff Verification System (SVS), State Transportation and Relocation System (STARS).

Interconnections/Dependencies:

Internet
DJJ Network availability
SQL Reporting 2005
Visual Studio
.Net 03, 05, 10

Criticality Level: Urgent

Criticality Description: Mission Critical/Agency Dependent function.

Recovery Time Objective (RTO): Immediately

Recovery Point Objective (RPO): System failure will cause several DJJ business applications to stop working. System cannot be allowed to go down due to 24-hour operations.

System/Server Environment:

OS: Win2008 6.0.6002, Dell, Virtual, VM-HV
Managed/Housed by Northwood Shared Resource Center (NSRC) with executed Service Level and Management Control Agreements.

Critical Function Owner: DJJ Management Information Systems

Legislative/Legal Reference: Section 282.318, Florida Statutes

System Operational Status: Operational

Certification & Accreditation Status of System: None

Security Controls: The JJIS application is protected by the following security controls.

- Access Control – The JJIS application has built-in security controls to assign access and permissions within the system.
- Network Access - Active Directory
- Web Security - Cisco IronPort S370
- Web Access – PaloAlto Firewall
- Anomaly Detection/Prevention - MyFloridaNet (MFN) QRadar
- Secure VPN – Hayes/Cisco ASA
 - Security modifications currently under development:
 - Tracking of all password history for one day after password has been saved (prevents user from changing their new password with any prior historical password for one day). The new password must be different than the last four passwords. Scheduled to be released by January 2016.
 - Storage of user passwords and security answers in an encrypted format within the JJIS database. The technology (CAPTCHA) will check for suspicious activity, either human or machine. Using security questions and challenges, JJIS users will be able to reset their own passwords if they can provide answers to their security questions, or may still call the JJIS helpdesk for a password reset. Scheduled to be released by January 2016.

Security Objective/Categorization (FIPS 199): System failure will cause several DJJ business applications to stop working. System cannot be allowed to go down due to 24-hour operations.

Confidentiality: HIGH

“Preserving authorized restrictions on information access and disclosure, including means for protecting personal privacy and proprietary information...” [44 U.S.C., Sec. 3542]

Integrity: HIGH

“Guarding against improper information modification or destruction, and includes ensuring information non-repudiation and authenticity...” [44 U.S.C., Sec. 3542]

Availability: HIGH

“Ensuring timely and reliable access to and use of information...” [44 U.S.C., SEC. 3542]

Potential Impact: HIGH

The loss of confidentiality, integrity, or availability of the JJIS application could have a severe effect on the Department’s operations, assets, and individuals.

Authorizing Official:

Scott Morgan, CIO

Scott.Morgan@djj.state.fl.us

850.717.2315

Information System Owner:

Jackie Suttle, Application Development Manager

Jackie.Suttle@djj.state.fl.us

850.717.2321

Security Responsibility:

Geoff Fulcher, Information Security Manager

Geoff.Fulcher@djj.state.fl.us

850.717.2307



STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

INTEROFFICE MEMORANDUM

DATE: 10/28/2013
TO: Data Integrity Officers and all JJIS Users
FROM: Alexander M. Lewis
SUBJECT: Access / Permissions Request now required

The Auditor General's Office performed an audit of the Juvenile Justice Information System and Selected Administrative Activities, Report No. 2014-015. There were several findings of significance and impact to the JJIS system access process. They were:

- 1) The Department did not always maintain documentation demonstrating that employees and contract providers received background screenings prior to being granted JJIS access privileges.
- 2) The Department did not demonstrate that JJIS access privileges were limited to authorized users and that users had completed the required JJIS training.
- 3) The Department did not always timely deactivate JJIS access privileges upon user's separation from employment.

In response to the audit the Department has moved to take the following steps:

- 1) The DIOs will now be required to have an Access Permissions Request form submitted for every user when an account is added, modified, or ended. A separation notice for the user will surface if the account is ended. These will be held in a statewide user folder system such that the documents can be easily retrieved.
- 2) The Access Permissions Request form will have in its employee designation for permissions the data and who performed the background screening. This will prevent the DIOs from needed to receive the screening forms which often carry information not required to establish that a background screening clearance has been performed. These will be held in a statewide user folder system such that the documents can be easily retrieved.
- 3) The DIOs will require signed training sheets for all in person trainings and shall copy user participation on webinars or accept addition email documentation. These will be held in a statewide trainings folder.
- 4) MIS will modify the user administration application to institute an active and inactive flag which can be changed by the DIO or MIS upon appropriate documentation. The inactive flag will disable JJIS access to the user if the JJIS account has not been logged into in a

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Rick Scott, Governor

Wansley Walters, Secretary

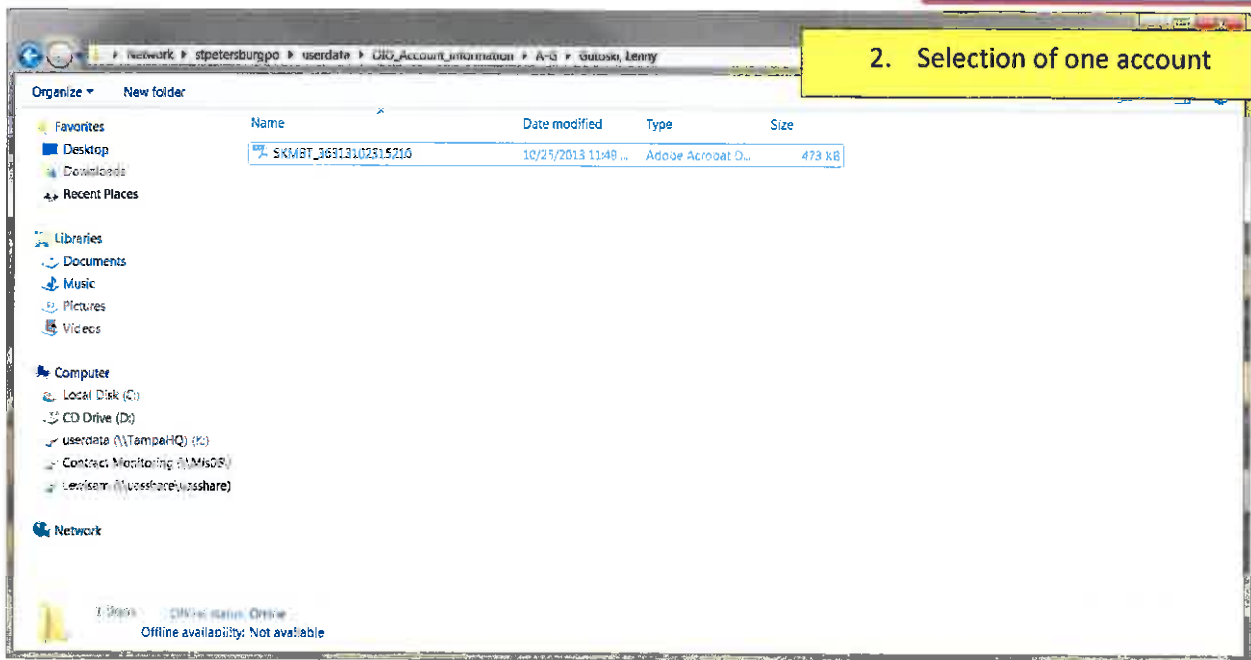
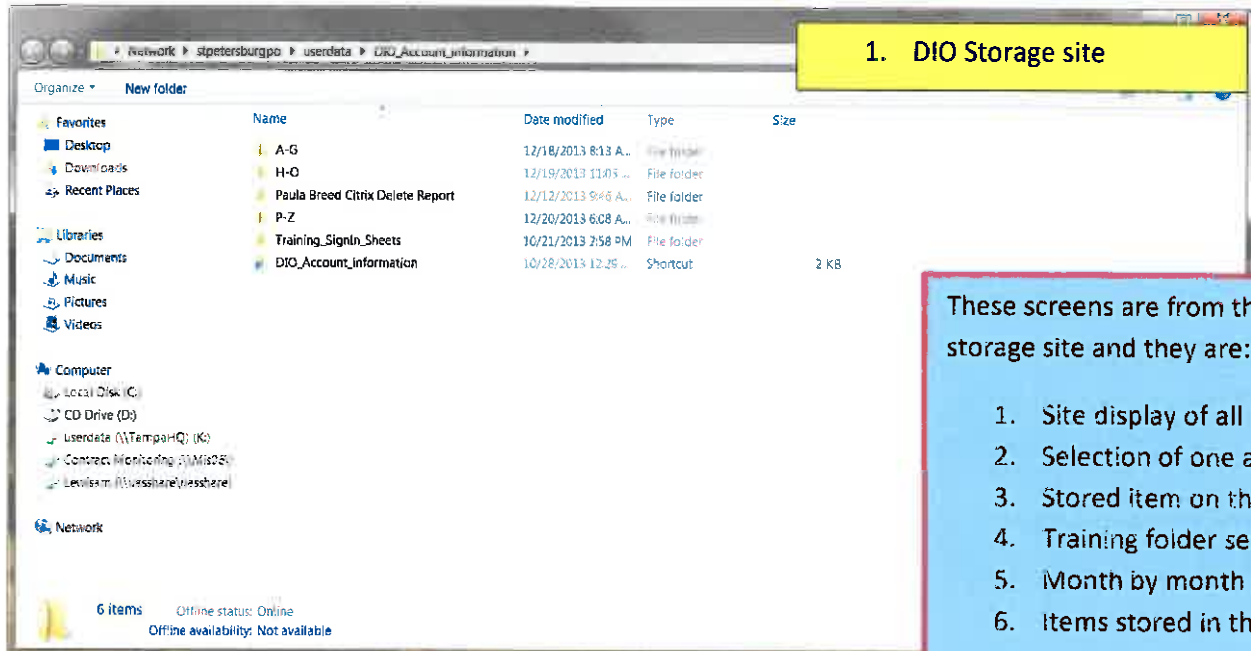
The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.

timely manner. If the account continues not to be used it will be ended by the system after a total of 120 days nonuse.

By this notification Data Integrity Officers are directed to no longer set up accounts, or modify accounts without proper paperwork being submitted electronically. Further all account and training documentation shall be entered into the folders designated for the DIOs on the DIO Accounts on the K drive. The Access Permissions Request form will be maintained by the DIOs on the JJIS website in its latest current version.

Effective date is 11/1/2013.

Alexander M. Lewis
DIO Coordinator,
Systems Management Analyst Supervisor



DIO Modifications to Address the AG Audit Findings

Data shown as of 12/20/13

5. Folders in the training file

Network > spetersburgpo > userdata > DIO_Account_Information > Training_Signln_Sheets > 2013

Name	Date modified	Type	Size
09_2013	10/15/2013 8:38 A...	File folder	
10_2013	11/12/2013 3:37 PM	File folder	
11_2013	12/11/2013 12:26 ...	File folder	
12_2013	12/18/2013 3:58 PM	File folder	
Messick Pre-Sept 2013	10/14/2013 3:32 PM	File folder	
Stormshel October 2013	11/22/2013 8:34 A...	File folder	

09_2013 Date modified: 10/15/2013 8:38 AM Offline status: Online
File folder Offline availability: Not available

6. Documents stored in folder

Network > spetersburgpo > userdata > DIO_Account_Information > Training_Signln_Sheets > 2013 > 11_2013

Name	Date modified	Type	Size
Manning 1113215 Basic View	11/18/2013 9:31 A...	File folder	
Manning 11-4-13 Civil Citation	11/6/2013 9:07 AM	File folder	
Manning 11-19 Civil Citation	11/15/2013 8:26 A...	File folder	
Manning 111413 JAC screening	11/15/2013 8:26 A...	File folder	
Messick 11.4,5,6. 2013 JPO	11/6/2013 2:07 PM	File folder	
Messick 11.13.2013 AARP	11/14/2013 2:25 PM	File folder	
Messick 11.18.2013 Responde...	11/18/2013 12:48 ...	File folder	
Messick 11.13.2013 Family Resourc...	12/3/2013 10:27 A...	File folder	
New folder	11/19/2013 9:11 A...	File folder	
Scott, 11.19.2013 CCC	11/19/2013 1:45 PM	File folder	
Workman	11/20/2013 3:59 PM	File folder	
Greene JHS Proj Con 11-12-13	11/12/2013 3:35 PM	Adobe Acrobat D...	32 KB
Greene PREV BGC 11-20-13	11/20/2013 11:24 ...	Adobe Acrobat D...	24 KB
Kuczenski jjis 111313	11/14/2013 2:27 PM	Adobe Acrobat D...	134 KB
Kuczenski jjis 111513	11/21/2013 11:24 ...	Adobe Acrobat D...	148 KB
Kuczenski jpo 111213	11/14/2013 2:26 PM	Adobe Acrobat D...	139 KB
PMM 11-13-13 Tampa -Lewis	12/11/2013 3:30 PM	Adobe Acrobat D...	266 KB

17 items Offline status: Online
Offline availability: Not available



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

INTEROFFICE MEMORANDUM

DATE: 6/9/15
TO: Data Integrity Officers. MIS and Research Staff
FROM: Jeff Clarcq
SUBJECT: JJIS Quarterly Permissions review by Branch

The Auditor General's Office performed an audit of the Juvenile Justice Information System and Selected Administrative Activities, Report No. 4/22/2015.

There was a finding of significance and impact to the JJIS system access process:

- 1) The Department should establish and implement procedures for performing comprehensive periodic reviews of the appropriateness of JJIS access privileges granted to users

In response to the audit the Department has moved to take the following steps:

- 1) The DIOs will now be required to complete Quarterly Permission audits by branch (Due 1/31, 4/30, 7/31, 10/31)
- 2) The first permission audit will be implemented 7/1/15 and due 10/31/2015
- 3) The DIO will review the selected Branch (Probation, Detention, Prevention, Residential) by using DIO permissions report module in JJIS
- 4) The review will be printed with notes/corrections indicated on report as well as signed and dated by the DIO

By this notification Data Integrity Officers are directed to start conducting permission reviews as of 10/31/15 and to continue as noted above. Further all permission reviews that are completed documentation shall be entered into the Permissions Audit folders designated for each of the DIOs on the DIO Accounts on the K drive.

Effective date is 10/1/15.

Jeff Clarcq
DIO Supervisor,
Systems Management Analyst Supervisor

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Rick Scott, Governor

Christy Daly, Secretary

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FLORIDA DEPARTMENT OF JUVENILE JUSTICE

DIO Staff Permission Report
 Circuit 4: C04 P A C E Center For Girls - Clay
 Application: JJIS/Intake/CriticalAlerts
 Modules: Prevention Web
 Detail: Full Information
 Thursday, October 08, 2015

Name	Job Title	Prevention Web	Prevention Web Permissions	Prevention Web Programs	DIO Comments
Boatman, Dianna L	Re- Entry Counselor	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	PACE - Clay	Reviewed; Previously addressed under PACE Jax review.
Miles, Chantell L	Program Administrator	X	Add Prevention, Edit (all) Prevention, Delete (mine) Prevention, Prevention Web Only	PACE - Clay	Reviewed; Removed Delete (Mine) permission.
Stewart, Molly V	Case Manager	X	Add Prevention, Edit (all) Prevention, Delete (mine) Prevention, Prevention Web Only	PACE - Clay	Reviewed; Removed Delete (Mine) permission.



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

DIO Staff Permission Report
 Circuit 4: CD4 F N - Y C C Duval Shelter
 Application: JJS/Intake/Critical/Alerts
 Modules: Prevention Web
 Detail: Full Information
 Thursday, October 08, 2015

Name	Job Title	Prevention Web	Prevention Web Permissions	Prevention Web Programs	DIO Comments
Arnold, Erika M	Social Services Counselor	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fn- Y C C Duval Shelter, Fn- Y C C Non - Residential	Reviewed; Permissions OK
Darling-Meredith, Victoria	Group Treatment Leader	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fn- Y C C Duval Shelter, Fn- Y C C Non - Residential	Reviewed; Permissions OK
Haywood, Ruth W	Case Manager Supervisor	X	Add Prevention, Edit (all) Prevention	Fn- Y C C Duval Shelter, Fn- Y C C Non - Residential	Reviewed; Permissions OK; User also has access to Respite Placements in JJS.
Herrera, Shabrina F	Group Treatment Leader	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fn- Y C C Duval Shelter, Fn- Y C C Non - Residential	Reviewed; Permissions OK
Hurst, Sterling E	Case Manager	X	Add Prevention, Edit (all) Prevention, Delete (mine) Prevention	Fn- Y C C Duval Shelter, Fn- Y C C Non - Residential	Reviewed; Removed permissions for Delete (Mine). User also has access to Respite Placements in JJS.
Jordan, Geraldine H	Group Treatment Leader	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fn- Y C C Duval Shelter, Fn- Y C C Non - Residential	Reviewed; Permissions OK
Merkley, Brandon C	Group Treatment Leader	X	Add Prevention, Edit (all) Prevention, Delete (mine) Prevention, Prevention Web Only	Fn- Y C C Duval Shelter, Fn- Y C C Non - Residential	Reviewed; Removed permissions for Delete (Mine). User has View Only access to PAT at this time.
Nelson, Gabrielle	Group Treatment Leader	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fn- Y C C Duval Shelter, Fn- Y C C Non - Residential	Reviewed; Permissions OK
Samuels, Montique N	Case Manager	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fn- Y C C Duval Shelter, Fn- Y C C Non - Residential	Reviewed; Permissions OK
Street, Lauren C	Group Treatment Leader	X	Add Prevention, Edit (all) Prevention, Delete (mine) Prevention, Prevention Web Only	Fn- Y C C Duval Shelter, Fn- Y C C Non - Residential	Reviewed; Removed permissions for Delete (Mine). User has View Only access to PAT at this time.



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

DIO Staff Permission Report

Circuit 4: C04 - F N - Thaise Educational Non - Res

Application: JJS/Intake/CriticalAlerts

Modules: Prevention Web

Detail: Full Information

Thursday, October 08, 2015

Name	Job Title	Prevention Web	Prevention Web Permissions	Prevention Web Programs	DIO Comments
Williams, Sandra G	Data Entry Operator	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fn- Thaise Non - Residential Duval	Reviewed; Permissions OK



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

DIO Staff Permission Report

Circuit 4: C04, P A C E Center For Girls
 Application: JJS/Intake/CriticalAlerts
 Modules: Prevention Web
 Detail: Full Information
 Thursday, October 08, 2015

Name	Job Title	Prevention Web	Prevention Web Permissions	Prevention Web Programs	DIO Comments
Bibb, Tiffani L	Human Serv. Prog. Specialist	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Pace010 - State Office, Pace090 - Jacksonville	Reviewed; Removed program for PACE Clay (not indicated on Access Form).F13:F19
Boatman, Dianna L	Re- Entry Counselor	X	Add Prevention, Edit (all) Prevention, Delete (mine) Prevention, View Prevention, Prevention Web Only	PACE - Clay	Reviewed; Changed Mgmt Unit to PACE Clay. Removed permissions for Delete (Mine) and View Prevention
Delugo, Kathleen Y	Social Services Counselor	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Pace090 - Jacksonville	Reviewed; Permissions OK
Kindelsperger, James C	Sr Mgt. Analyst I	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Pace080 - Alachua, Pace030 - Broward, Pace170 - Collier At Immokalee, Pace060 - Escambia-santa Rosa, Pace160 - Hillsborough, Pace090 - Jacksonville, Pace110 - Leon, Pace120 - Manatee, Pace020 - Palm Beach, Pace150 - Pasco, Pace190 - Marion, Pace140 - Pinellas, Pace180 - Polk, Pace070 - Treasure Coast, Pace050 - Volusia- Flagler, Pace130 - Orange, Pace- Lee County, PACE Miami	Reviewed; Permissions OK
Knight, Tiffany	Program Administrator	X	Full Access Prevention, AdminRights	Pace080 - Alachua, Pace030 - Broward, Pace170 - Collier At Immokalee, Pace060 - Escambia-santa Rosa, Pace160 - Hillsborough, Pace090 - Jacksonville, Pace110 - Leon, Pace120 - Manatee, Pace020 - Palm Beach, Pace150 - Pasco, Pace190 - Marion, Pace140 - Pinellas, Pace180 - Polk, Pace070 - Treasure Coast, Pace050 - Volusia- Flagler, Pace130 - Orange, Pace- Lee County, PACE Miami, PACE - Clay, PACE REACH - Broward, PACE REACH - Hillsborough, PACE REACH - Jacksonville	Reviewed; Permissions OK: User also has access to SVS.
Mariano, Laura S	Human Serv. Prog. Specialist	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Pace010 - State Office, Pace090 - Jacksonville	Reviewed; Permissions OK: User also has access to SVS
Powell, Jamaal J	Community Youth Leader	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Pace090 - Jacksonville	Reviewed; Permissions OK
Worthy, Reyna O	Human Serv. Prog. Specialist	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Pace090 - Jacksonville, PACE - Clay	Reviewed; Removed program for PACE Clay (not indicated on Access Form)



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

DIO Staff Permission Report

Circuit 4: C04 10124 - B B S Of Northeast Florida

Application: JJS/Intake/CriticalAlerts

Modules: Prevention Web

Detail: Full Information

Thursday, October 08, 2015

Name	Job Title	Prevention Web	Prevention Web Permissions	Prevention Web Programs	DIO Comments
Alford, Sara H	Director	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Big Brothers Big Sisters of - Northeast Florida - Jacksonville	Reviewed; Removed View Prevention permission.



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

DIO Staff Permission Report

Circuit 4: CQ4 F N - Y C C Duval Shelter
 Application: JIS/Intake/CriticalAlerts
 Modules: Prevention Web
 Detail: Full Information
 Thursday, October 08, 2015

Name	Job Title	Prevention Web	Prevention Web Permissions	Prevention Web Programs	DIO Comments
Arnold, Erika M	Social Services Counselor	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fr- Y C C Duval Shelter, Fr- Y C C Non - Residential	Reviewed; Permissions OK
Darling-Meredith, Victoria	Group Treatment Leader	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fr- Y C C Duval Shelter, Fr- Y C C Non - Residential	Reviewed; Permissions OK
Haywood, Ruth W	Case Manager Supervisor	X	Add Prevention, Edit (all) Prevention	Fr- Y C C Duval Shelter, Fr- Y C C Non - Residential	Reviewed; Permissions OK: User also has access to Respite Placements in JIS.
Herrera, Shabrina F	Group Treatment Leader	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fr- Y C C Duval Shelter, Fr- Y C C Non - Residential	Reviewed; Permissions OK
Hurst, Sterling E	Case Manager	X	Add Prevention, Edit (all) Prevention, Delete (mine) Prevention	Fr- Y C C Duval Shelter, Fr- Y C C Non - Residential	Reviewed; Removed permissions for Delete (Mine). User also has access to Respite Placements in JIS.
Jordan, Geraldine H	Group Treatment Leader	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fr- Y C C Duval Shelter, Fr- Y C C Non - Residential	Reviewed; Permissions OK
Merkley, Brandon C	Group Treatment Leader	X	Add Prevention, Edit (all) Prevention, Delete (mine) Prevention, Prevention Web Only	Fr- Y C C Duval Shelter, Fr- Y C C Non - Residential	Reviewed; Removed permissions for Delete (Mine). User has View Only access to PAT at this time.
Nelson, Gabrielle	Group Treatment Leader	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fr- Y C C Duval Shelter, Fr- Y C C Non - Residential	Reviewed; Permissions OK
Samuels, Monique N	Case Manager	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Fr- Y C C Duval Shelter, Fr- Y C C Non - Residential	Reviewed; Permissions OK
Street, Lauren C	Group Treatment Leader	X	Add Prevention, Edit (all) Prevention, Delete (mine) Prevention, Prevention Web Only	Fr- Y C C Duval Shelter, Fr- Y C C Non - Residential	Reviewed; Removed permissions for Delete (Mine). User has View Only access to PAT at this time.



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

DIO Staff Permission Report

Circuit 4: C04 - B & G Club
 Application: JJS/Intake/CriticalAlerts
 Modules: Prevention Web
 Detail: Full Information
 Thursday, October 08, 2015

Name	Job Title	Prevention Web	Prevention Web Permissions	Prevention Web Programs	DIO Comments
Goldberg, Gail A	Division Director	X	Add Prevention, Edit(mine) Prevention, Prevention Web Only	Boys & Girls - 04 Circuit - Gang Prevention - Northeast Florida, Boys & Girls - 04 Circuit - Transition - Northeast Florida	Reviewed; Changed Edit (Mine) to Edit (All).
Hicks, Cedric C	Director	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Boys & Girls - 04 Circuit - Smart Program - Northeast Florida, Boys & Girls - 04 Circuit - Gang Prevention - Northeast Florida, Boys & Girls - 04 Circuit - Transition - Northeast Florida	Reviewed: Permissions OK
Johnson, Kaleena D	Data Entry Operator	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Boys & Girls - 04 Circuit - Smart Program - Northeast Florida, Boys & Girls - 04 Circuit - Gang Prevention - Northeast Florida, Boys & Girls - 04 Circuit - Transition - Northeast Florida	Reviewed; Added Special Alerts & Alias Maintenance permissions.
Parker, Lashun D	Data Entry Operator Supervisor	X	Add Prevention, Edit (all) Prevention, Prevention Web Only	Boys & Girls - 04 Circuit - Smart Program - Northeast Florida, Boys & Girls - 04 Circuit - Gang Prevention - Northeast Florida, Boys & Girls - 04 Circuit - Transition - Northeast Florida	Reviewed; Added Special Alerts & Alias Maintenance permissions.

Name	Date modified	Type
Carole's Photos	1/2/2015 2:00 PM	File folder
Dennis McClure	1/2/2015 1:38 PM	File folder
Art Carlet	6/25/2015 11:49 AM	File folder
Joanna Mazzarel	1/2/2015 5:20 PM	File folder
Frank Olson	1/2/2015 2:00 PM	File folder
Frank Tull	6/25/2015 11:10 AM	File folder
Frank Jackson	1/2/2015 5:21 PM	File folder
Leann Morrison	1/2/2015 12:29 PM	File folder
Mark Cox	1/2/2015 2:57 PM	File folder
Bob Manning	1/2/2015 1:04 PM	File folder
Nancy Ann Alotta	1/2/2015 11:16 PM	File folder
Pat Hensda	1/28/2015 12:00 PM	File folder
Ruth Weyers	1/28/2015 1:18 PM	File folder
Susan Starnak	1/2/2015 2:29 PM	File folder
Tiffany Rilly	1/9/2015 4:22 PM	File folder





FLORIDA DEPARTMENT OF JUVENILE JUSTICE MIS APPLICATION TRACKING SYSTEM MIS Request Details Report

Status: Completed

Request Number: 222 **Complete Date:** 09/29/2015
Application: Electronic Medical Records (EMR) **Request Type:** Maintenance
Project: EMR Maintenance **Req Due Date:**
Initial Req Date: 09/25/2015 **Request Time:** 2:47PM
Request Title: Per J. Clarcq- SRSI link shouldn't be accessible
Request Description: From my review the screener used new SRSI that I thought was not enabled yet? Looks like folks can use it... This is issue. That needs to be turned off by MIS ASAP until ready for roll out. See attachment that shows new and old if you select new SRSI, again this link should not be enabled or staff will use it as you can see.
Request Reason: User training is not completed yet, on new SRSI.
Business Rules:
Hours Projected: **Hours Actual:** 0.85 **Active:** Yes
Created: ARNOLD, SHARON 09/28/2015 2:49PM **Last Modified:** ARNOLD, SHARON 09/29/2015 8:40AM
Requestor: ARNOLD, SHARON 09/28/2015 2:50PM **DIO Approver:** CLARCQ, JEFFERY 09/28/2015 3:18PM
Program Approver: **MIS Reviewer:** ARNOLD, SHARON 09/28/2015 3:21PM
MIS Approver: SUTTLE, JACQUELINE 09/28/2015 3:22PM **Final Sign-Off:** CLARCQ, JEFFERY 09/28/2015 4:31PM

Notes		
From	Created	Note
LONG, SHARON	09/28/2015 3:57PM	Changes were applied directly to Production only.

Tasks & Sub Tasks					
ID	Description	Status	Actual Begin	Actual End	Project Staff
Task #1270	DIO Coordinator - Review Request #222 Per J. Clarcq- SRSI link shouldn't be accessible	Completed	09/28/2015	09/28/2015	CLARCQ, JEFFERY
Task #1272	MIS Business Analyst- Review Request #222 Per J. Clarcq- SRSI link shouldn't be accessible	Completed	09/28/2015	09/28/2015	ARNOLD, SHARON
Sub Task #530	researched issue.	Completed	09/28/2015	09/28/2015	
Task #1273	MIS Manager - Review Request #222 Per J. Clarcq- SRSI link shouldn't be accessible	Completed	09/28/2015	09/28/2015	SUTTLE, JACQUELINE

Task #1274	Project Manager - Conduct/Assign Analysis on Request #222 Per J. Clarcq-SRSI link shouldn't be accessible	Completed	09/28/2015	09/28/2015	LONG, SHARON
Task #1275	Please complete the analysis and development.	Completed	09/28/2015	09/28/2015	Paruchuri, Mohana
Task #1276	Project Manager - Review Package Paruchuri - 222 - 9/	Completed	09/28/2015	09/28/2015	LONG, SHARON
Task #1278	Project Manager - Review Package Paruchuri - 222 - 9/	Completed	09/28/2015	09/28/2015	LONG, SHARON
Sub Task #532	Modified "WebFormListing.aspx.vb" and only copied the new changes to JJISWEB1, JJISWEB2 & JJISWEB3	Completed	09/28/2015	09/28/2015	
Task #1279	DBA - Move DBA Package Paruchuri - 222 - 9/	Completed	09/28/2015	09/28/2015	CHAPPELL, JOHN
Sub Task #531	Need to run the script: UPDATE pb2.tblWebComponents SET Disabled=1 WHERE WebCompID=516	Completed	09/28/2015	09/28/2015	
Task #1280	Items moved to Production. Ready for Production Testing and Sign-off.	Completed	09/28/2015	09/28/2015	ARNOLD, SHARON
Sub Task #533	Tested on production.	Completed	09/28/2015	09/28/2015	
Task #1281	Please test on production and perform Final sign-off.	Completed	09/28/2015	09/28/2015	CLARCQ, JEFFERY
Task #1282	MIS Business Analyst- Review Request #222 Per J. Clarcq-SRSI link shouldn't be accessible	Completed	09/29/2015	09/29/2015	ARNOLD, SHARON

DBA Package

ID	Package Title	Created By	Created On
Package #131	Paruchuri - 222 - 9/	Paruchuri, Mohana	09/28/2015 3:34PM
Package #132	Paruchuri - 222 - 9/	Paruchuri, Mohana	09/28/2015 3:35PM

Attachments

ID	File Name	Uploaded By	Uploaded On
Attachment #398	Requests\222\SRSI - JPOs -availability.msg	ARNOLD, SHARON	09/28/2015 2:50PM



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

Exhibit "E"

INTEROFFICE MEMORANDUM

DATE: 6/9/15
TO: Data Integrity Officers, MIS and Research Staff
FROM: Jeff Clarcq
SUBJECT: JJIS Incomplete Registration Process reports – Intake Web

The Auditor General's Office performed an audit of the Juvenile Justice Information System and Selected Administrative Activities, Report No. 4/22/2015.

There was a finding of significance and impact to the JJIS system access process:

- 1) The Department should develop written procedures specifying frequency of reviews and ensure that JJIS Incomplete registration Process reports are reviewed and transactions are completed in a timely manner.

In response to the audit the Department has moved to take the following steps:

- 1) The DIOs will now be required to complete Monthly reviews of the: JJIS Incomplete registration Process reports.
- 2) The DIO will review the report for their assigned areas and ensure that all incomplete registrations are cleaned up so none are listed longer than 30 days pending.

By this notification Data Integrity Officers are directed to start conducting reviews as of 7/1/15 and to continue as noted above.

Effective date is 7/1/15.

Jeff Clarcq
DIO Supervisor,
Systems Management Analyst Supervisor

2295 Victoria Ave Suite #195 • Fort Myers, Florida 33901 • (239)633-9441

Rick Scott, Governor

Christy Daly, Secretary

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.

Miller, Karen

From: Clarcq, Jeff
Sent: Thursday, November 05, 2015 2:04 PM
To: Morgan, Scott D.
Subject: FW: DIO REPORT: INCOMPLETE REGISTRATIONS November 2015

Example #5

*Thank you,
Jeff Clarcq*

*Data Integrity Officer Supervisor
Department of Juvenile Justice
2295 Victoria Ave #195
Fort Myers, Fl. 33901
239-338-2679 Office
239-633-9441 Cell
239-338-2663 Fax*

Learn more about DJJ's Roadmap to System Excellence at <http://www.djj.state.fl.us/roadmap-to-system-excellence>

 *Please consider the environment before printing this email.*

From: Workman, Laurie
Sent: Thursday, November 05, 2015 12:23 PM
To: Clarcq, Jeff
Subject: DIO REPORT: INCOMPLETE REGISTRATIONS November 2015

At the current time,

1. Intake Processing
 - 15- none
 - 17- none
2. JAC
 - 15 -2 [not over 24 hours]

- 17 – none
- 3. On Call Screening
 - 15 - NONE
 - 17- NONE



Reminder: Please log into your CITRIX/NT and JJIS account at least once every 30 days to prevent the account from being disabled/deleted. Failure to login for 90 days, will result in the accounts being deleted!!!!



Laurie B. Workman, MSW, ACSW

Data Integrity Officer Department of Juvenile Justice - Office of the Secretary- Research and Data Integrity
%PCI South Regional Office. 201 West Broward Blvd, Suite 208. Fort Lauderdale, FL 33301
Office: 954-759-5484/Cell: 954- 325-4093/Fax: 954-467-4485



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